



DISTRICT OF COLUMBIA RETIREMENT BOARD
Position Vacancy Announcement

ANNOUNCEMENT NO: 20130729	POSITION: Business Analyst
OPENING DATE: July 29, 2013	CLOSING DATE: August 2, 2013
TOUR OF DUTY: 8:30 a.m.-5:00 p.m., Monday-Friday	STARTING RANGE: \$65,120 - \$81,400 DOQ (Grade 8) (Career Service) Entire Range: \$65,120 - \$100,610
LOCATION: 900 7 th Street, NW, 2 nd Floor Washington, DC 20001	AREA OF CONSIDERATION: Open to all applicants
NUMBER OF VACANCIES: One (1)	TYPE OF APPOINTMENT: Probationary to Regular

This position is **NOT** in a collective bargaining unit.

***** Successful pre-employment criminal, financial, educational and certification background check required *****

ABOUT THE D.C. RETIREMENT BOARD: The District of Columbia Retirement Board is an independent agency of the District of Columbia Government. Our mission is to manage and control the assets of the D.C. Police Officers' and Firefighters' Retirement Plan and the D.C. Teachers' Retirement Plans as well as to administer benefits for the members of the plans.

POSITION SUMMARY

Under the direction of the Director of Information Technology, the Business Analyst's role is to gather, analyze, specify, and validate the Benefits Department's needs and requirements for application development projects.

PRIMARY RESPONSIBILITIES

1. Identifies, evaluates, and collaborates on recommended solutions for systems and database implementation and maintenance projects.
2. Identifies, tracks and answers issues associated with benefits administration.
3. Analyzes and verifies future pension system requirements by working with the Benefits and IT Departments to ensure the governance procedures of both departments are met.
4. Interviews key personnel, and gathering and compiling user requirements to convey to the project teams.
5. Works closely with the Data Reclamation team to identify gaps in service and fiscal history, and the relevance to the retirement process.
6. Works closely with the human resource departments of DC Public Schools, Metropolitan Police Department, and DCHR to reclaim service history of active plan members.
7. Assists with the interpretation of current business processes, converts them into feasible options for future development, and communicating the information to the project team.
8. Works with IT project teams to prioritize collected requirements for business units.
9. Manages and tracks the status of recommended changes throughout the project; enforces and redefines as necessary.
10. Communicates changes, enhancements, and modifications of business models to project managers, sponsors, and other stakeholders.
11. Other duties as required.

KNOWLEDGE, SKILLS AND ABILITIES

- Advanced knowledge of Treasury's STAR pension administration system and has experience with the data and usage of the District of Columbia's PeopleSoft and UPPS systems.
- Advanced knowledge the data requirements necessary to process and administer retirements for members of the District's Teacher's and Police and Firefighters retirement plans.
- Advanced knowledge of policies and procedures related to the administration of the Police, Firefighters, and Teachers' Retirement Plans.
- Verbal and written communication skills in order to communicate with multiple stakeholders and technical staff. Ability to convey information clearly and concisely to groups or individuals either verbally or in writing to ensure that they understand the information and the message.
- Ability to understand and analyze the District of Columbia, Federal, and DCRB laws and regulations related to benefits administration.
- Advanced skill in business applications, HRIS/Payroll systems, and databases.
- Ability to accurately research and analyze sensitive human resource, payroll, and financial information.
- Advanced ability to understand and organize a problems and then to select a method or formula to solve the problem.
- Ability to gather and validates appropriate data and information and identifies areas that need further research; follows up to resolution.
- Ability to lead and train other staff in the completion of technical work related to specific projects.

BEHAVIORAL COMPETENCIES

- Ability to develop and maintain strong relationships with stakeholders and staff by listening to, understanding, and responding to, identified needs.
- Ability to understand the DCRB's future mission, the function of the specific work unit and how it interrelates with other work units to serve the members. Ability to understand the impact and implications of decisions on the members and other stakeholders.
- Ability to maintain confidentiality of records and information.
- Ability to work well with technical and non-technical resources.
- Ability to work within high-performing and highly collaborative teams.
- Ability to work under tight deadlines and independently prioritize work.
- Ability to work closely with others as part of a team while being able to take full responsibility for a task.

QUALIFICATIONS

- Completion of an undergraduate degree program in information technology, human resources, or related field or the combination of relevant experience and training equivalent to ten years.
- Six to seven years in working with or administering Defined Benefits Pension plans with the District and Federal agencies.
- At least five years of experience in providing or supporting systems to pension administration systems and providing guidance to a technical team supporting a pension administration system.

WORKING CONDITIONS

- Normal office environment

COMPENSATION LEVEL: Grade 8

This job description indicates the general nature and level of work being performed by employees in this job. It is not intended to be an exhaustive list of all tasks, duties, and qualifications of employees assigned to this job. Incumbents may be asked to perform other duties as required.

HOW TO APPLY: Applicants must submit a completed DC2000 Employment Application, letter of interest discussing eligibility and qualifications, and resume.

The DC2000 Employment Application is available at <http://www.dchr.dc.gov/> under "Forms and Applications" in the Information section.

Applicants claiming Veterans Preference must submit official proof with application.

All educational and experience requirements used to determine eligibility for this position must be officially verified at the time of appointment. No offer of employment will be deemed fulfilled without such verification(s).

WHERE TO APPLY: Submit application materials to: **HR Director
DC Retirement Board
900 7th Street NW, 2nd floor
Washington, DC 20001**

Or fax materials to: **(202) 566-5000
Attention: HR Director**

Or e-mail materials to: dcrb.vacancies@dc.gov

NOTE: It is imperative that all information on the DC2000, resume and supporting documents be both accurate and truthful and is subject to verification. Misrepresentations of any kind may be grounds for disqualification for this position or termination.

NOTICE OF NON-DISCRIMINATION: In accordance with the DC Human Rights Act of 1977, as amended, DC Official Code, §2-1401.01, et seq. (Act), the District of Columbia Public Schools does not discriminate in its programs and activities on the basis of actual or perceived race, color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, family status, family responsibilities, matriculation, political affiliation, disability, source of income or place of residence or business. Sexual harassment is a form of sex discrimination, which is prohibited by the Act. In addition, harassment based on any of the above protected categories is prohibited by the Act. Discrimination in violation of the Act will not be tolerated. Violators will be subject to disciplinary action.

NOTICE OF BACKGROUND INVESTIGATION AND PENALTIES FOR FALSE STATEMENTS: An offer of employment with the DCRB is contingent upon the completion and satisfactory result of a criminal, education and financial background investigation conducted by the DCRB or authorized agent prior to commencement of duty. In addition, an offer of employment for a position with specified education and certification qualification requirement(s) is contingent upon the completion and satisfactory result of an educational and/or certification background investigation conducted by the DCRB or authorized agent prior to commencement of duty (Pursuant to DCRB Policy No. DCRB-09-1-01).

Applicant understands that a false statement on any part of your application, including materials submitted with the application, may be grounds for not hiring you, or for firing you after you begin work (D.C. Official Code, section 1-616.51 et seq.) (2001). Applicant understands that the making of a false statement on the application or on materials submitted with the application is punishable by criminal penalties pursuant to D.C. Official Code, section 22-2405 et seq. (2001).

DRUG-FREE WORK PLACE ACT OF 1988: "PURSUANT TO THE REQUIREMENTS OF THE DRUG-FREE WORKPLACE ACT OF 1988, THE INDIVIDUAL SELECTED TO FILL THIS POSITION WILL, AS A CONDITION OF EMPLOYMENT, BE REQUIRED TO NOTIFY HIS OR HER IMMEDIATE SUPERVISOR, IN WRITING, NO LATER THAN FIVE (5) DAYS AFTER CONVICTION OF OR A PLEA OF GUILTY TO A VIOLATION OF ANY CRIMINAL DRUG STATUTE OCCURRING IN THE WORKPLACE."



OFFICIAL JOB OFFERS ARE MADE ONLY BY THE DCRB HUMAN RESOURCES

